

**DRAFT MINUTES**  
**BROOKFIELD ECONOMIC DEVELOPMENT COMMISSION MEETING**  
**TUESDAY, April 19, 2016 ROOM 209**  
**7:00 PM**

1. Convene Meeting: Acting Chair Greg Dembowski convened the meeting at 7:05 PM with the following in attendance:  
**Present:** Acting Chair G. Dembowski; Secretary D. Matte; Commissioner J. Fisher; Commissioner M. Doré; Commissioner P. LaTerra  
**Absent:** Chair Hal Kurfehs; Commissioner Rositano  
**Also Present:** E. Cole Prescott, Recording Secretary
2. Approval of Meeting Minutes (03/15/16) – **Commissioner M. Doré made a motion to approve the [revised draft] minutes [of the March 15, 2016 meeting]. The motion carried, with all but Commissioner LaTerra voting.**
3. Update on Website Functioning & Newsletter Contact List – E. Cole Prescott shared the Google Analytics summary of the website with the Commission. Acting Chair Dembowski suggested that a print out of a more detailed Google Analytics report is presented at the first monthly meeting of every quarter, detailing the previous months’ Analytics activity. E. Cole Prescott will begin next month by reporting the Analytics for the entire year, and compiling a detailed, printed report for review at the meeting. She will reach out to the IT Department at Town Hall to gain more insight into the Summary. Acting Chair Dembowski suggested that posting on the website be done, and Commissioner Fisher noted taking pictures of existing construction projects throughout the Town to add to the site.
  - Update: Andrea Wagner Quote/Invoice for Revisions – Acting Chair Dembowski stated that he will process Andrea Wagner’s invoice through the proper channels. E. Cole Prescott clarified that she had asked for a quote, but the website designer did the work right away, sending an invoice immediately. Per the website designer, there is still forty-five minutes of time remaining in the hour listed on the invoice. E. Cole Prescott reported that she will finish the last remaining website updates.
4. Information for News & “Blurb” Write-Ups: Articles available on *The Patch* & Other Sources – Acting Chair Dembowski suggested that the Commissioners ask for additional, updated quotes/testimonials from developers, and the Commissioners agreed to take pictures of ongoing construction and points of interest throughout the Town. These pictures will be sent to G. Dembowski and E. Cole Prescott for posting on the EDC website. G. Dembowski suggested that a news write-up be done by the Director of the Parks and Recreation Department about the bridge in the Still River Greenway, to add to the EDC’s site. Secretary Matte will ask Director of Parks & Recreation Dennis DiPinto for pictures of the bridge, construction of the bridge, and Greenway to be sent to him electronically. Commissioner Fisher noted an article indicating a recent ranking of Brookfield High School. E. Cole Prescott will search for the article for posting on the News section of the EDC website.
  - **Wallet Hub: *Connecticut Ranks Fourth As Most Financially Savvy State*** dated 04/13/16 – Commissioner LaTerra indicated that the article notes individuals within the State of Connecticut are relatively financially savvy. E. Cole Prescott reviewed

Chair Kurfehs' email regarding this article. E. Cole Prescott will upload the article onto the news section of the EDC's website.

5. Other Discussion

- SCORE Information – Acting Chair Dembowski mentioned an email chain about SCORE, which began with someone reaching out to the Commission for information and resources on how to start a business. Commissioner Doré summarized that a woman had written an email asking about business resources. She had contacted the Commission regarding the resources on the website. Acting Chair Dembowski briefly summarized the Commission's previous research into the matter of starting a Brookfield Business Incubator. Acting Chair Dembowski explained that at the time, it was determined that the EDC should focus its efforts on maintaining and growing its current businesses. There was a brief discussion about SCORE (Service Corps of Retired Executives) and the Danbury Innovation Center, at which SCORE has a space. Since these are available regional resources, Acting Chair Dembowski suggested that one of the Commissioners return the original inquiry, advising the person to review the Brookfield EDC website, as well as to contact Danbury's SCORE.
- CEDAS 2016 Membership Renewal – This is an email from Chair Kurfehs to all of the Commissioners regarding renewal of the CEDAS membership. CEDAS is a resource which hosts workshops and learning opportunities about what is going on in the Region and in the State. Acting Chair Dembowski shared information about the different workshops which are available through the CEDAS website.
- Discussion Regarding Opinion of Underground Utilities – Secretary Matte stated that he had written a letter to Chair Kurfehs last Friday regarding the discussions had at previous Commission meetings relative to the Town's underground utilities discussions. Secretary Matte distributed copies of the document he sent to Chair Kurfehs regarding the previous EDC discussion. Secretary Matte stated that it was his takeaway from the last meeting that although some of the Commissioners expressed many concerns about the time and money needed to install underground utilities, the Commission had not agreed on one opinion regarding the matter. Commissioner Fisher clarified that he was asking the question of what it would take the Town to approve \$200,000 to move forward with Eversource's detailed engineering design. Acting Chair Dembowski updated that Commission that once the Town receives Eversource's estimate, there will be a meeting with contractors and the utility companies to determine what work will be required to bring all of the utilities underground. The target is to have all of the quotes gathered within the next four months. Acting Chair Dembowski stated that a firm timeline cannot be given because the voters need to make a decision. There was question of the Brookfield Village development. If done in phases, a first phase could be the Brookfield Village work, and the second phase would then encompass the remaining work in the area. Acting Chair Dembowski explained that there are many moving parts and minute details. Secretary Matte stated that the EDC is not opposed to underground utilities, and has not, as a Commission, determined an opinion. Secretary Matte and Commissioner Fisher asked E. Cole Prescott to send the minutes of the March meeting electronically to the Commission. Acting Chair Dembowski stated that the Town has received contradicting information from Eversource. Acting Chair Dembowski stated that

Eversource has indicated that they will not begin work until all of the affected property owners have approved of the work. Acting Chair Dembowski stated that this information needs to be clarified with Eversource. Acting Chair Dembowski has asked various times for detailed information from Eversource clarifying this requirement, but he has not received responses to his emailed inquiries. Acting Chair Dembowski stated that there are five underground utilities on both sides of the road, and noted the size of the bundle trench which would be needed. Vice Chair Dembowski stated that his focus is to get the best quality estimate to get the best information to the voters for their decision.

6. Adjournment – **Commissioner Fisher made a motion to adjourn at 8:03 PM. Secretary Matte seconded the motion, and it carried unanimously.**

Next regularly scheduled Economic Development Commission meeting: 05/17/16